

*Date:* January 18, 2017  
*To:* Child and Adult Care Food Program (CACFP) List-Serv Members  
*From:* Community Nutrition Team  
*Subject:* Annual Civil Rights Training Reminder

All Child and Adult Care Food Program (CACFP) participating agencies **must provide annual civil rights training** to all staff members who interact with program applicants or participants and those persons who supervise these staff.

In order to assure that all of the USDA Civil Rights required subject matter is covered, agencies should use DPI's *CACFP Civil Rights Training PowerPoint* and/or its handout version to complete the required CACFP civil rights training. Use the links below for the most current versions.

[CACFP Civil Rights Training PowerPoint](#)  
[CACFP Civil Rights Training Handout](#)

Records indicating agency staff who received civil rights training, civil rights topics covered, and date(s) civil rights training was completed must be retained on file. Agencies may utilize the *CACFP Civil Rights Training Attendance Sheet* to document its annual civil rights training with all staff.

[CACFP Civil Rights Training Attendance Sheet](#)